

# 2003 Strategic Plan



California Board of Occupational Therapy



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# **STRATEGIC PLAN 2003**

## **INTRODUCTION**

On January 1, 2001, legislation took effect (Senate Bill 1046, Chapter 697, Statutes of 2000) establishing the California Board of Occupational Therapy (Board). The Board's purpose is to protect the health, safety, and welfare of California consumers by regulating the practice of occupational therapists and occupational therapy assistants for the first time in this state.

Seven board members, five appointed by the Governor, one by the Senate Rules Committee and one by the Speaker of the Assembly, held their first meeting on August 15, 2001, at which time regulations that would allow the licensing/certification process to begin were proposed. The enabling regulations took effect in February 2002 and applications were subsequently sent to over 9,500 occupational therapists and occupational therapy assistants throughout California who were potentially impacted by the law requiring licensure or certification by January 1, 2003. The first licenses/certificates were issued in March 2002 and, as of March 4, 2003, 6,457 occupational therapists had become licensed, 1,154 occupational therapy assistants had become certified and over 900 applications were in various stages of completion.

Other significant accomplishments in 2002 included:

- Passage of legislation clarifying requirements for advanced practices;
- Passage of legislation authorizing the Board to take disciplinary action against a licensee or certificate holder for unprofessional conduct and other violations of law;
- Adoption of regulations authorizing the Board to issue citations and administrative fines for violations of law;
- Introduction of regulations pertaining to ethical standards of practice, continued competency and supervision requirements;
- Creation of the Board's Web site; and
- Online license/certificate verification.

# STRATEGIC PLANNING PROCESS

The Board held its first Strategic Planning Workshop on January 18, 2002. At the completion of the workshop, the Board had drafted its mission and vision statements, identified core values and key strategic issues and set specific goals for the furtherance of its mission.

The Board continued the strategic planning process at its next meeting on April 19, 2002 when it evaluated the original draft and continued its refinement by identifying additional goals and objectives. Following the April meeting, an action plan was developed to ensure timely completion of the goals and objectives.

The strategic plan adopted on June 21, 2002 reflected the Board's plans for its first three years of operation. The Strategic Plan for 2003 has been updated to reflect the Board's accomplishments over the past year and set new target dates for completion of the goals developed for 2003 and 2004. Development of a strategic plan is ongoing and the Board's action plan will be continually monitored and revised to meet the challenges of consumer protection.

## KEY STRATEGIC ISSUES

A number of key strategic issues were identified that require focused attention:

### EDUCATION

- National movement to require a Master's Degree for occupational therapists.
- Participation in the process of educating students so that they are properly prepared to practice safely upon licensure/certification.

### EXAMINATIONS

- On-demand testing and its impact on recent graduates entering the marketplace.

### PROFESSIONAL QUALIFICATIONS

- Defining continued competency.
- Defining "advanced practices" and the level of education, training and experience needed for safe practice.

## ENFORCEMENT AND SAFETY

- Enforcing rules and regulations.
- Defining appropriate supervision requirements.
- Establishing a diversion program.
- Conducting consumer complaint analysis.

## PUBLIC AND PROFESSIONAL AWARENESS

- Outreach to consumers and practitioners regarding laws and regulations affecting occupational therapy.
- Enhancing professional relationships as they relate to regulatory issues (i.e., AOTA, OTAC, NBCOT).
- Strengthening relationships with other health care professionals such as physical therapists, speech-language pathologists and audiologists, nurses, physicians, etc., to ensure adequacy of occupational therapy regulations and enforcement procedures.
- Changes in the marketplace and practice settings.
- Cultural diversity/demographics/aging population.
- Prospective payment system (PPS).
- Healthcare financing.

## ORGANIZATIONAL EFFECTIVENESS

- Advanced planning for 2006/07 sunset review

# MISSION

The mission of the California Board of Occupational Therapy is to regulate the practice of occupational therapy in a manner that protects the well-being of the public by:

- Ensuring that those entering the profession meet minimum standards of competency through education, fieldwork and examination;
- Defining and upholding professional and ethical standards of practice;
- Informing the public and other entities about the profession and standards of practice;
- Enforcing the laws and regulations governing occupational therapy, and
- Providing effective means for resolving consumer complaints.

## VISION

The California Board of Occupational Therapy is a model organization for consumer protection, ensuring quality occupational therapy services.

## CORE VALUES

The California Board of Occupational Therapy will strive for the highest possible quality throughout all of its programs making it an outstanding regulatory organization by:

- Upholding ethical standards of practice;
- Providing excellent customer service;
- Recognizing diversity;
- Valuing the unique contribution of occupational therapy practitioners;
- Applying the law fairly; and
- Valuing active participation of all stakeholders in decision making, efficiency, integrity, and competence.

## GOALS

The California Board of Occupational Therapy has established several goals that provide the framework for the results it wants to achieve:

### PROFESSIONAL QUALIFICATIONS

- Ensure the professional qualifications of those practicing occupational therapy by setting requirements for education, experience, and examination.

### PRACTICE STANDARDS

- Establish professional and ethical standards of practice.

### ENFORCEMENT

- Protect consumers by effectively enforcing the laws and regulations governing the practice of occupational therapy.

## PUBLIC AND PROFESSIONAL AWARENESS

- Develop an innovative outreach program to educate consumers, practitioners, allied health professionals, and related professional organizations on the role of the Board.

## ORGANIZATIONAL EFFECTIVENESS

- Develop a sound, efficient organizational structure that provides excellent customer service in all programs.

# ACTION PLAN

An action plan identifies the goals, objectives and timelines set by the California Board of Occupational Therapy. Goals and objectives are assigned to committees, subcommittees, task forces, and staff who are then responsible for their completion. The action plan is continuously monitored to ensure that the goals and objectives are achieved.

## PROFESSIONAL QUALIFICATIONS

Goal: Ensure the professional qualifications of those practicing occupational therapy by setting requirements for education, experience, and examination.

Objectives:	Lead Responsibility	Target Date
1. License/certify all occupational therapists and occupational therapy assistants.	Staff	June 2003
2. Ensure that the licensing examination is legally defensible.	Board/Staff	July 2003
3. Work with AOTA, ACOTE, and NBCOT to ensure that education is reflective of current practice.	Board/Staff	July 2003
4. Implement regulations to clarify limited permit requirements.	Staff	January 2004

5. Adopt regulations on hand therapy.	Regulatory Committee & Board	January 2004
6. Adopt regulations on physical agent modalities.	Regulatory Committee & Board	January 2004
7. Adopt regulations on swallowing assessment, evaluation and intervention.	Regulatory Committee & Board	January 2004

## PRACTICE STANDARDS

Goal: Establish professional and ethical standards of practice.

1. Adopt regulations on ethical standards of practice.	Regulatory Committee & Board	June 2003
2. Adopt regulations on continuing competency requirements.	Regulatory Committee & Board	January 2004
3. Adopt regulations on supervision requirements.	Regulatory Committee & Board	January 2004

## ENFORCEMENT

Goal: Protect consumers by effectively enforcing the laws and regulations governing the practice of occupational therapy.

1. Respond to consumer complaints in a timely, efficient and effective manner.	Staff	Ongoing
2. Adopt regulations on disciplinary guidelines.	Regulatory Committee & Board	January 2004
3. Establish a complaint disclosure policy in regulation.	Regulatory Committee & Board	July 2004
4. Establish a Diversion Program	Board/Staff	March 2004



## PUBLIC AND PROFESSIONAL AWARENESS

Goal: Develop an innovative outreach program to educate consumers, practitioners, allied health professionals, and related professional organizations on the role of the Board.

1. Comply with privacy laws, HIPPA.	Board/Staff	July 2003
2. Develop a Communications plan.	Staff	July 2003
3. Build effective relationships with professional associations.	Board	Ongoing
4. Join the Council on Licensing, Enforcement and Regulation (CLEAR).	Staff	July 2003
5. Establish links to related web sites.	Staff	July 2003
6. Develop newsletter.	Staff	July 2003
7. Develop consumer brochures.	Staff	July 2003

## ORGANIZATIONAL EFFECTIVENESS

Goal: Develop a sound, efficient organizational structure that provides excellent customer service in all programs.

1. Develop sound policies and procedures.	Board/Staff	Ongoing
2. Develop and maintain information tracking systems.	Staff	Ongoing
3. Be accessible to consumers and all stakeholders.	Board/Staff	Ongoing
4. Establish task forces when needed.	Board/Staff	Ongoing
5. Participate in e-government with online renewal, application and license verification.	Staff	September 2003
6. Pay off the loan to the General Fund.	Board	June 2004